



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
EXECUTIVE STANDING COMMITTEE**

DRAFT MINUTES

November 8, 2010

2:30 p.m. – 3:15 p.m.

Developmental Disabilities Planning Council

1740 West Adams, Suite 201

Phoenix, Arizona 85007

A standing committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on November 8, 2010, at the DDPC office, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
Stephen Tully, Chair, Telephone	Will Humble
Susie Cannata, Telephone	Edward Myers, Telephone
Leslie Cohen, Telephone	

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director	Karla Phillips, Vice Chair
Marcella Crane, DDPC	

A. Call to Order

Chairman Stephen Tully welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 2:30 p.m.

B. Approval of Meeting Minutes

The minutes from the October 25, 2010 Executive Committee meeting were reviewed.

- Motion to approve the minutes as written was made by Will Humble.
- Motion seconded by Leslie Cohen.
- Motion carried and minutes were approved.

C. Review of Grant Standing Committee Recommendations

Larry Clausen and Will Humble, Chair of the Grants Standing Committee, provided information on funding projects approved and recommended by the Committee at their meeting on November 3, 2010. Due to the need to move forward with the projects, the Executive Committee was asked to consider immediate action to avoid difficulties if approval was delayed until the December 10, 2010 Council meeting.

Retreat Budget

The Council retreat is scheduled for February 11, 2011, at the Crowne Plaza Hotel at 44th Street and Washington, Phoenix. Information on expenses was provided to Executive Committee members including hotel conference facilities, meeting planning services, overnight hotel rooms for members traveling excessive distances, and use of a contracted facilitator.

- A motion was made by Leslie Cohen to approve the \$5,752 program expense for the Council retreat scheduled for February 11, 2011.
- The motion was seconded by Susie Cannata.
- The motion carried and expenses for the Council retreat were approved.

Mandatory Stakeholder Focus Group

Larry explained acquiring information within the last two weeks mandating that the Council undertake a survey of key stakeholders so that the results can be included in the Project and Performance Report (PPR) due to the Administration on Developmental Disabilities by December 31, 2010. In accordance with federal standards, the survey must be done via focus group involving no less than 10 participants. Council staff are not allowed to facilitate the focus group, due to conflict of interest issues. Therefore, due to the limited time available for completing the focus group, the Grants Standing Committee recommended use of a local consultant who will also be facilitating the Council annual retreat.

- A motion was made by Will Humble to approve the \$900 program expense for a consultant to facilitate the Stakeholder focus group, provide a written report, and introduce focus group findings into the content of the Council retreat.
- The motion was seconded by Ed Meyers.
- The motion carried and expenses for facilitating the Stakeholder focus group were approved.

2006 Oral Health Care Update

Larry provided details on 2006 study, entitled "Providing Oral Health Care for Adults with Developmental Disabilities – Findings and Recommendations". The study was commissioned by the Governor's Council on Developmental Disabilities and was a comprehensive analysis of the Arizona population of persons with developmental disabilities, the system of care, promising practice models, development of a comprehensive system of oral health care in Arizona, recommendations and implementation strategies. As a foundation of information, the Grants Standing Committee recommended that the document be updated to reflect current budget issues, the reduction of services imposed by AHCCCS/ALTCS, numbers and types of persons with developmental disabilities affected, and a thorough analysis of outcomes supported by all available data, measuring the impact of oral health care service reduction and/or elimination. Larry noted that moving ahead with this project would support the 2011 legislative agenda proposed by the Public Policy Standing Committee, which cites oral health as a top priority. Larry also indicated that contracted state vendors are available to complete this type of analysis and that if approved, the project would be competitively bid. Several comments were made by Committee members indicating that regardless of the importance of the study, it was unlikely that the findings would impact legislators in restoring funds during the coming session, due to the severity of the budget crisis. The Committee felt that a deadline to complete the study during the legislative session was not necessary.

- A motion was made by Will Humble to approve the 2006 Oral Health Care Update as a program expense for an estimated

amount of \$41,250. The motion also stated that the study did not need to be completed during the upcoming 2011 legislative session.

- The motion was seconded by Leslie Cohen.
- The motion carried and expenses for updating the 2006 Oral Health Care study were approved.

ADD "Envisioning the Future" Summit Series

The Administration on Developmental Disabilities (ADD) is hosting several two-day summits to facilitate input from the developmental disabilities national community and utilize information gained to shape a strategic plan. ADD sent individualized, non-transferable invitations to three members of the Council and to the Executive Director. The Grants Standing Committee recommended that Karla Phillips, Council Vice-Chair, who was invited, represent the Council at the Denver session, scheduled for December 6th & 7th, 2010. Leslie voiced her support for Council representation, noting that she would be attending the Dallas session next week as a representative of the University Center for Excellence in Developmental Disabilities.

- A motion was made by Susie Cannata, approving Karla Phillip's attendance at the ADD Summit on December 6th and 7th, 2010, to be held in Denver, representing the Council, at an approximate cost of \$950.
- The motion was seconded by Ed Myers.
- The motion carried, and expenses for Karla Phillips to attend the ADD Summit in Denver were approved.

Subscription to Legislation On-Line Arizona (LOLA)

In preparing for the 2011 legislative session, Council staff will be providing information on legislative activities to consumers, using the Council website and other types of media. To stay current with developments, the Grants Standing Committee recommended that the Council subscribe to LOLA as an alternative to the existing Arizona website known as ALIS. LOLA is able to provide real-time information, updates and other types of information in varied formats which ALIS cannot provide.

- A motion was made by Ed Meyers to approve the purchase of a one year subscription to LOLA as a program expense in the amount of \$950.
- The motion was seconded by Will Humble.
- The motion carried and a one year subscription to LOLA was approved.

D. Call to the Public

No public members present.

E. Adjournment

Ed Meyers moved to adjourn the meeting. Will Humble seconded the motion. With no further discussion, the motion carried. Meeting adjourned at 3:00 P.M.

Dated the 9th of November, 2010
Developmental Disabilities Planning Council